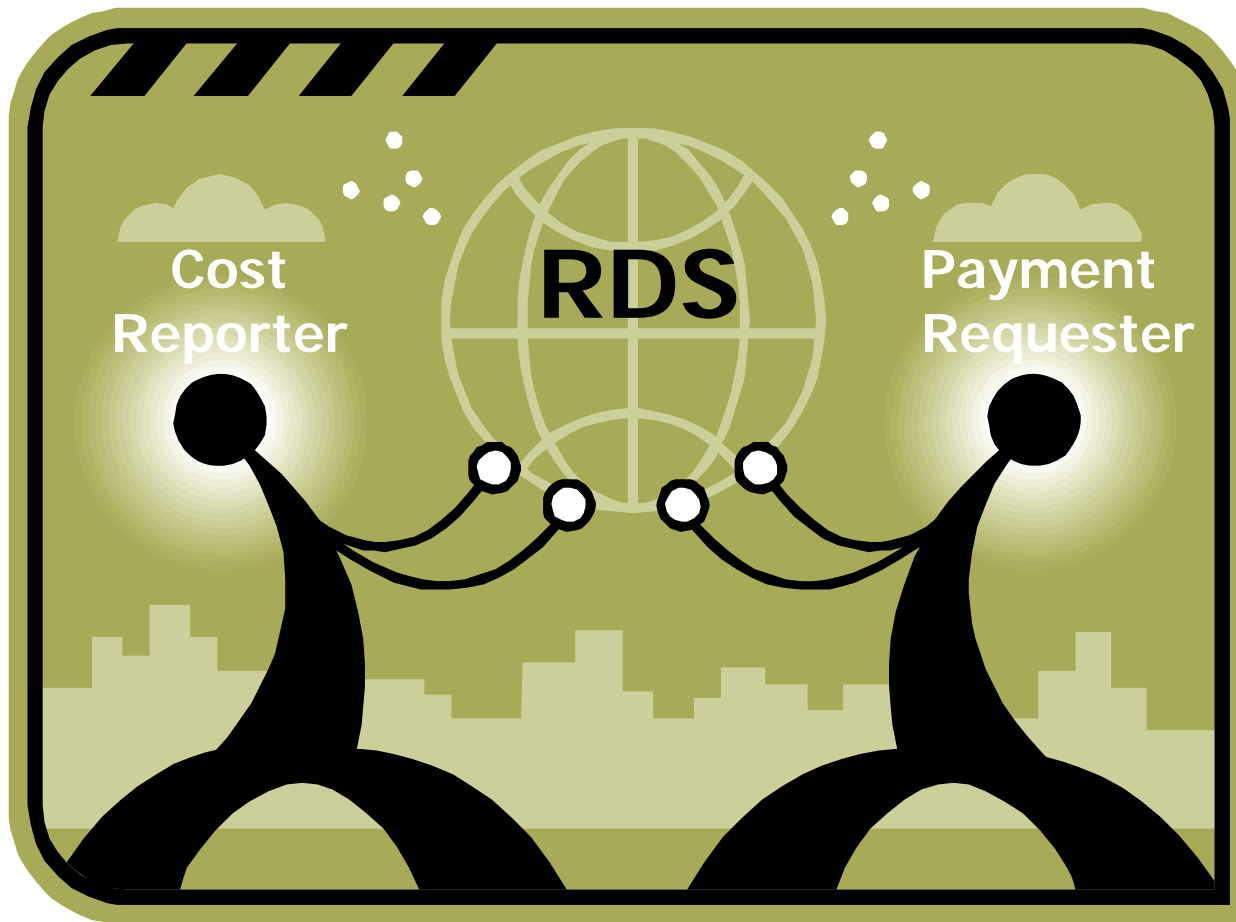


# Reporting Cost and Requesting Payment Webinar

# Cost Reporter & Payment Requester Relationship



# Webinar Reporting Cost Objectives

- Recognize when costs may be reported
- Describe who can report costs
- Report estimated premium costs using data entry
- Report gross eligible costs using data entry
- Submit costs entered via data entry
- Report adjusted costs
- View cost reports
- Identify impact on Payment Setup

# Webinar Requesting Payment Objectives

- Describe who can request payment
- Recognize when payments may be requested
- View cost reports
- Request a payment
- Discuss what happens after a payment is requested
- View the various payment statuses

# Reporting Cost

# Recognize when costs may be reported

- Application must have been submitted and approved.
- Payment Setup must be complete for the application.
- The payment frequency associated with the application must be monthly, quarterly, or interim annual.
- The Plan Sponsor has not already submitted the maximum number of payment requests for the application.

# Recognize when costs may be reported

- All costs must be submitted within 15 months after the end of the plan year. Cost report(s) are required prior to the submission of a new interim payment request.
- There is no limit to the number of cost reports that may be supplied by a Cost Reporter. This flexibility is granted in order to ensure Plan Sponsors can always accurately report costs.

# Describe who can report costs

Data Entry - Account Managers, Plan Sponsor Designees and Vendor Designees may enter costs using data entry method for those benefit options that they have been assigned the Cost Reporting privilege. Authorized Representatives cannot submit costs since the Authorized Representative is always a Payment Requestor for the application.

Mainframe - Anyone who has contacted the RDS Center and followed the appropriate instructions to report costs using mainframe.



# Report estimated premium costs using data entry

Log into the **RDS Secure Web Site**.

From the ***Plan Sponsor List with Application Summary*** page, select the **Plan Sponsor ID** for which you want to report costs.

Application List

Application Number	Plan Name	Application Status	Plan Start and End Dates	Payment Setup Status	Total Paid To Date	Number of Payment Requests	Actions
<a href="#">1478</a>	DW Test App 1	Approved	January 01, 2006 - December 31, 2006	Complete	\$0.00	0	Interim Costs <input type="button" value="Go"/>
<a href="#">1480</a>	DW Test App 2	Approved	January 01, 2006 - December 31, 2006	<a href="#">Payment Setup</a>	\$0.00	0	Select One <input type="button" value="Go"/>
<a href="#">1482</a>	DW Test App 3	Approved	January 01, 2006 - December 31, 2006	<a href="#">Payment Setup</a>	\$0.00	0	Select One <input type="button" value="Go"/>
<a href="#">1484</a>	DW Test App 4	Approved	January 01, 2006 - December 31, 2006	<a href="#">Payment Setup</a>	\$0.00	0	Select One <input type="button" value="Go"/>

From the ***Application List*** page, select **Interim Costs** from the **Actions** dropdown, and click **Go**.

# Report estimated premium costs using data entry

## Interim Cost Benefit Option List



Below is a list of those benefit options for which you have been authorized to enter and/or view interim costs.

From the Actions column you may choose to View Costs, Enter/Update Costs, or View an Audit Trail of previously reported costs. The available actions will be dependent upon your assigned privileges and cost reporting method.

To sort the table by column, click on the column heading link. The column selected will sort in ascending or descending order. An up (ascending) arrow or down (descending) arrow will display at the top of the column. To reverse the order, click the column header link again.

<a href="#">Benefit Option Name</a> ▲	<a href="#">Unique Benefit Option ID</a>	<a href="#">Cost Reporter</a>	<a href="#">Date of Last Report</a>	<a href="#">Status of Last Report</a>	Action(s)
Option 1	XYZ123	Account Manager	N/A	No Reports	<div><div>Select One</div><div><div>Select One</div><div>Enter/Update Costs</div></div></div>

Go

[Return to Application List](#)

### YOU ARE HERE

Plan Sponsor ID: 1079  
Company Name: DW Test Company  
Application ID: 1478

### QUICK HELP

[Help about this page](#)

[Advanced Help](#)

On the ***Interim Cost Benefit Option List*** page, find the appropriate **Benefit Option** for which you would like to enter cost.

From the **Action(s)** dropdown list, select the **Enter/Update Costs** option and click **Go**.

# Report estimated premium costs using data entry

## Benefit Option Interim Cost Data Entry View



### YOU ARE HERE

**Plan Sponsor ID:** 1079  
**Company Name:** DW Test Company  
**Application ID:** 1478

### QUICK HELP

[Help about this page](#)

[Advanced Help](#)

Benefit Option Name: **Option 1**  
Benefit Option ID: **XYZ123**  
Company Name: **Test Company**  
Benefit Option Type: **Fully Insured**  
Vendor and ID: **N/A**  
Date of Last Report: **N/A**  
Last Reported By: **N/A**  
Status of Last Report: **N/A**

Listed are the most recent interim costs reported for each month of the plan year.

Month/ Year	Estimated Premium	Gross Retiree Cost	Threshold Reduction	Limit Reduction	Gross Eligible	Estimated Cost Adjustment	Allowable Retiree Cost
<b>Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
January 2006 <a href="#">edit</a>							
February 2006 <a href="#">edit</a>							

Find the Month/Year that you would like to enter costs for and click the **edit** link.

# Report estimated premium costs using data entry

## Benefit Option Interim Cost Data Entry Edit



Benefit Option Name: **Option 1**  
Benefit Option ID: **XYZ123**  
Company Name: **Test Company**  
Benefit Option Type: **Fully Insured**

### YOU ARE HERE

**Plan Sponsor ID:** 1079  
**Company Name:** DW Test Company  
**Application ID:** 1478

### QUICK HELP

[Help about this page](#)

[Advanced Help](#)

Please enter your aggregated costs for the month/year listed.

If reporting Estimated Premium Costs, do not enter the Gross Retiree Costs, Threshold Reduction or Limit Reduction.

Click "Save" to save your entries and return to the Benefit Option Interim Cost Data Entry View.

Click "Cancel" to disregard your entries and return to the Benefit Option Interim Cost Data Entry View.

Month/Year: **January 2006**

Date of Last Report: **Jun 27, 2006**

Last Reported By: **Joe Orduna**

Gross Retiree Cost

Threshold Reduction

Limit Reduction

OR

Estimated Premium Cost

AND

Estimated Cost Adjustment

# Report estimated premium costs using data entry

## Benefit Option Interim Cost Data Entry Edit



### YOU ARE HERE

Plan Sponsor ID: 1079  
Company Name: DW Test  
Company  
Application ID: 1478

### QUICK HELP

[Help about this page](#)

[Advanced Help](#)

Benefit Option Name: **Option 1**  
Benefit Option ID: **XYZ123**  
Company Name: **Test Company**  
Benefit Option Type: **Fully Insured**

Please enter your aggregated costs for the month/year listed.

If reporting Estimated Premium Costs, do not enter the Gross Retiree Costs, Threshold Reduction or Limit Reduction.

Click "Save" to save your entries and return to the Benefit Option Interim Cost Data Entry View.

Click "Cancel" to disregard your entries and return to the Benefit Option Interim Cost Data Entry View.

Month/Year: **January 2006**

Gross Retiree Cost

Threshold Reduction

Limit Reduction

OR

Estimated Premium Cost

AND

Estimated Cost Adjustment



Approved OMB number 0938-0977

# Report estimated premium costs using data entry

## Benefit Option Interim Cost Data Entry View



Benefit Option Name: **Option 1**  
Benefit Option ID: **XYZ123**  
Company Name: **Test Company**  
Benefit Option Type: **Fully Insured**  
Vendor and ID: **N/A**  
Date of Last Report: **June 27, 2006**  
Last Reported By: **Joe Orduna**  
Status of Last Report: **Saved**

### YOU ARE HERE

Plan Sponsor ID: 1079  
Company Name: DW Test Company  
Application ID: 1478

### QUICK HELP

[Help about this page](#)

[Advanced Help](#)

Listed are the most recent interim costs reported for each month of the plan year.

**Note:** The list contains cost figures that have been saved by a Cost Reporter on the RDS Secure Website but not yet submitted. Only submitted costs are eligible for inclusion in a payment request.

Click the "Edit" link to enter or modify costs for particular month/year.

When finished entering or modifying costs, click the "Submit" button to submit your costs to the RDS Center for inclusion in a payment request.

Click the "Return to Benefit Option List" button to return to the Interim Cost Benefit Option List. If you have entered or modified costs, you must return to "Submit" the costs report to the RDS Center.

Month/ Year	Estimated Premium	Gross Retiree Cost	Threshold Reduction	Limit Reduction	Gross Eligible	Estimated Cost Adjustment	Allowable Retiree Cost
Totals	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18.00	\$582.00
January 2006 <a href="#">edit</a> (UPDATED)	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18.00	\$582.00
February 2006 <a href="#">edit</a>							



# Report estimated premium costs using data entry

## Interim Cost Benefit Option List



Below is a list of those benefit options for which you have been authorized to enter and/or view interim costs.

From the Actions column you may choose to View Costs, Enter/Update Costs, or View an Audit Trail of previously reported costs. The available actions will be dependent upon your assigned privileges and cost reporting method.

To sort the table by column, click on the column heading link. The column selected will sort in ascending or descending order. An up (ascending) arrow or down (descending) arrow will display at the top of the column. To reverse the order, click the column header link again.

<a href="#">Benefit Option Name</a> ▲	<a href="#">Unique Benefit Option ID</a>	<a href="#">Cost Reporter</a>	<a href="#">Date of Last Report</a>	<a href="#">Status of Last Report</a>	Action(s)
Option 1	XYZ123	Account Manager	June 27, 2006	Data Entry: Saved	<input type="text" value="Select One"/> <input type="button" value="Go"/>

[Return to Application List](#)

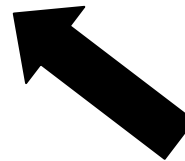
### YOU ARE HERE

**Plan Sponsor ID:** 1079  
**Company Name:** DW Test Company  
**Application ID:** 1478

### QUICK HELP

[Help about this page](#)

[Advanced Help](#)



# Report gross eligible costs using data entry

## Benefit Option Interim Cost Data Entry Edit

 [Print this page](#)

Benefit Option Name: **Option 1**  
Benefit Option ID: **XYZ12355**  
Company Name: **Test Company**  
Benefit Option Type: **Self Funded**

### YOU ARE HERE

Plan Sponsor ID: 1079  
Company Name: DW Test Company  
Application ID: 1482

### QUICK HELP

[Help about this page](#)

[Advanced Help](#)

Please enter your aggregated costs for the month/year listed.

If reporting Estimated Premium Costs, do not enter the Gross Retiree Costs, Threshold Reduction or Limit Reduction.

Click "Save" to save your entries and return to the Benefit Option Interim Cost Data Entry View.

Click "Cancel" to disregard your entries and return to the Benefit Option Interim Cost Data Entry View.

Month/Year: **January 2006**

Gross Retiree Cost

Threshold Reduction

Limit Reduction

OR

Estimated Premium Cost

AND

Estimated Cost Adjustment

Approved OMB number 0938-0977



# Report gross eligible costs using data entry

Month/ Year	Estimated Premium	Gross Retiree Cost	Threshold Reduction	Limit Reduction	Gross Eligible	Estimated Cost Adjustment	Allowable Retiree Cost
<b>Totals</b>	<b>\$0.00</b>	<b>\$13,800.33</b>	<b>\$749.40</b>	<b>\$530.23</b>	<b>\$12,520.70</b>	<b>\$377.10</b>	<b>\$12,143.60</b>
January 2006 <a href="#">edit</a> (UPDATED)	N/A	\$670.33	\$620.10	\$0.00	\$50.23	\$1.51	\$48.72
February 2006 <a href="#">edit</a> (UPDATED)	N/A	\$4,630.00	\$129.30	\$0.00	\$4,500.70	\$135.00	\$4,365.70
March 2006 <a href="#">edit</a> (UPDATED)	N/A	\$8,500.00	\$0.00	\$530.23	\$7,969.77	\$240.59	\$7,729.18
April 2006 <a href="#">edit</a>							
May 2006 <a href="#">edit</a>							
June 2006 <a href="#">edit</a>							
July 2006							
August 2006							
September 2006							
October 2006							
November 2006							
December 2006							

[Submit](#)

[Return to Benefit Option List](#)

# Submit Reported Costs

# Submit Reported Cost

Month/ Year	Estimated Premium	Gross Retiree Cost	Threshold Reduction	Limit Reduction	Gross Eligible	Estimated Cost Adjustment	Allowable Retiree Cost
<b>Totals</b>	<b>\$0.00</b>	<b>\$13,800.33</b>	<b>\$749.40</b>	<b>\$530.23</b>	<b>\$12,520.70</b>	<b>\$377.10</b>	<b>\$12,143.60</b>
January 2006 <a href="#">edit</a> (UPDATED)	N/A	\$670.33	\$620.10	\$0.00	\$50.23	\$1.51	\$48.72
February 2006 <a href="#">edit</a> (UPDATED)	N/A	\$4,630.00	\$129.30	\$0.00	\$4,500.70	\$135.00	\$4,365.70
March 2006 <a href="#">edit</a> (UPDATED)	N/A	\$8,500.00	\$0.00	\$530.23	\$7,969.77	\$240.59	\$7,729.18
April 2006 <a href="#">edit</a>							
May 2006 <a href="#">edit</a>							
June 2006 <a href="#">edit</a>							
July 2006							
August 2006							
September 2006							
October 2006							
November 2006							
December 2006							



[Submit](#)
[Return to Benefit Option List](#)

# Submit Reported Cost

## Benefit Option Interim Cost Data Entry Verification



Benefit Option Name: **Option 1**  
 Benefit Option ID: **XYZ12355**  
 Company Name: **Test Company**  
 Benefit Option Type: **Self Funded**  
 Vendor and ID: **N/A**  
 Date of Submission: **June 27, 2006**

### YOU ARE HERE

**Plan Sponsor ID:** 1079  
**Company Name:** DW Test Company  
**Application ID:** 1482

### QUICK HELP

[Help about this page](#)

[Advanced Help](#)

Please review your cost report.

Click the "Confirm" button to submit your costs to the RDS Center for inclusion in a payment request.

Click the "Cancel" button to return to the Benefit Option Interim Cost Data Entry Page.

**Warning:** A Threshold Reduction has been reported as \$0.00. Please verify the threshold reduction amount and revise if necessary. If no changes are necessary, please ignore. This is only a warning.

Month/ Year	Estimated Premium	Gross Retiree Cost	Threshold Reduction	Limit Reduction	Gross Eligible	Estimated Cost Adjustment	Allowable Retiree Cost
<b>Totals</b>	<b>\$0.00</b>	<b>\$13,800.33</b>	<b>\$749.40</b>	<b>\$530.23</b>	<b>\$12,520.70</b>	<b>\$377.10</b>	<b>\$12,143.60</b>
January 2006 (UPDATED)	N/A	\$670.33	\$620.10	\$0.00	\$50.23	\$1.51	\$48.72
February 2006 (UPDATED)	N/A	\$4,630.00	\$129.30	\$0.00	\$4,500.70	\$135.00	\$4,365.70
March 2006 (UPDATED)	N/A	\$8,500.00	\$0.00	\$530.23	\$7,969.77	\$240.59	\$7,729.18

# Submit Reported Cost

## Benefit Option Interim Cost Data Entry Confirmation



[Print this page](#)

### YOU ARE HERE

**Plan Sponsor ID:** 1079  
**Company Name:** DW Test Company  
**Application ID:** 1482

### QUICK HELP

[Help about this page](#)

[Advanced Help](#)

Benefit Option Name: **Option 1**  
Benefit Option ID: **XYZ12355**  
Company Name: **Test Company**  
Benefit Option Type: **Self Funded**  
Vendor and ID: **N/A**  
Date of Submission: **June 27, 2006**

You have successfully submitted interim costs to the RDS Center. These interim costs are now eligible for inclusion in the next payment request.

[Continue](#)

# Submit Reported Cost

## Interim Cost Benefit Option List

[Print this page](#)

Below is a list of those benefit options for which you have been authorized to enter and/or view interim costs.

From the Actions column you may choose to View Costs, Enter/Update Costs, or View an Audit Trail of previously reported costs. The available actions will be dependent upon your assigned privileges and cost reporting method.

To sort the table by column, click on the column heading link. The column selected will sort in ascending or descending order. An up (ascending) arrow or down (descending) arrow will display at the top of the column. To reverse the order, click the column header link again.

<a href="#">Benefit Option Name</a> ▲	<a href="#">Unique Benefit Option ID</a>	<a href="#">Cost Reporter</a>	<a href="#">Date of Last Report</a>	<a href="#">Status of Last Report</a>	Action(s)
Option 1	XYZ1235S	Account Manager	June 27, 2006	Data Entry: Submitted via Data Entry	<input type="text" value="Select One"/> <input type="button" value="Go"/>

[Return to Application List](#)

### YOU ARE HERE

**Plan Sponsor ID:** 1079  
**Company Name:** DW Test Company  
**Application ID:** 1482

### QUICK HELP

[Help about this page](#)[Advanced Help](#)

# Identify impact to Payment Setup

- The following actions will be prevented in Payment Setup once the Cost Reporter has submitted a cost report.
  - Once a Cost Reporter submits costs under any Benefit Option on an application, the Cost Reporter cannot change their privilege to request payment. The Cost Reporter is locked into the Cost Reporter role for the life of that application.

# Report Adjusted Costs



# Report adjusted costs

Cost Reporters are required to resupply the total costs aggregated for a month when reporting cost adjustments by replacing previously reported costs and resubmitting the cost report in the RDS Secure Web Site, or via mainframe.


# Report adjusted costs

For example:

- June you submitted costs that resulted in a cost report of \$1,000 for March, and included that \$1,000 in the payment request.
- July you report adjusted costs for March that resulted in a cost report of \$800 (\$200 less than previously reported), and you submitted new costs that resulted in a cost report of \$1,500 for April.
- Payment request would be \$1,300. (The \$200 difference from March would be deducted.)

# Report adjusted costs

Plan Sponsor ID: 1079

 Print this page

Company: **DW Test Company**  
Authorized Representative: **John Orduna**  
Authorized Representative Vetting Status: **Incomplete**  
Account Manager: **Joe Orduna**

**ACCOUNT SETTINGS**  
[Create a New Plan Sponsor Account](#)  
[Plan Sponsor Information](#)  
[Reassign Roles](#)  
[Manage Personal Information](#)  
[Start a New Application](#)  
[Change Password](#)

**QUICK HELP**  
[Help about this page](#)  
[Advanced Help](#)

Application List

Application Number	Plan Name	Application Status	Plan Start and End Dates	Payment Setup Status	Total Paid To Date	Number of Payment Requests	Actions
<a href="#">1478</a>	DW Test App 1	Approved	January 01, 2006 - December 31, 2006	Complete	\$0.00	0	<div>Select OneGo</div>
<a href="#">1480</a>	DW Test App 2	Approved	January 01, 2006 - December 31, 2006	<a href="#">Payment Setup</a>	\$0.00	0	<div>Select OneGo</div>
<a href="#">1482</a>	DW Test App 3	Approved	January 01, 2006 - December 31, 2006	Complete	\$0.00	0	<div>Interim CostsGo</div>
<a href="#">1484</a>	DW Test App 4	Approved	January 01, 2006 - December 31, 2006	<a href="#">Payment Setup</a>	\$0.00	0	<div>Select OneGo</div>

From the ***Application List*** page, find the appropriate Application Number.

Select the **Interim Costs** option in the **Actions** dropdown list. Click **Go**.

# Report adjusted costs

## Interim Cost Benefit Option List



Below is a list of those benefit options for which you have been authorized to enter and/or view interim costs.

From the Actions column you may choose to View Costs, Enter/Update Costs, or View an Audit Trail of previously reported costs. The available actions will be dependent upon your assigned privileges and cost reporting method.

To sort the table by column, click on the column heading link. The column selected will sort in ascending or descending order. An up (ascending) arrow or down (descending) arrow will display at the top of the column. To reverse the order, click the column header link again.

<a href="#">Benefit Option Name</a> ▲	<a href="#">Unique Benefit Option ID</a>	<a href="#">Cost Reporter</a>	<a href="#">Date of Last Report</a>	<a href="#">Status of Last Report</a>	Action(s)
Option 1	XYZ1235S	Account Manager	June 28, 2006	Data Entry: Submitted via Data Entry	<input type="text" value="Select One"/> <input type="button" value="Go"/>

### YOU ARE HERE

**Plan Sponsor ID:** 1079  
**Company Name:** DW Test Company  
**Application ID:** 1482

### QUICK HELP

[Help about this page](#)

[Advanced Help](#)

Find the appropriate **Benefit Option** for which you would like to adjust cost. From the Action(s) dropdown list, select the **Enter/Update Costs** option. Click **Go**.

# Report adjusted costs

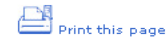
Month/ Year	Estimated Premium	Gross Retiree Cost	Threshold Reduction	Limit Reduction	Gross Eligible	Estimated Cost Adjustment	Allowable Retiree Cost
<b>Totals</b>	<b>\$0.00</b>	<b>\$13,800.33</b>	<b>\$749.40</b>	<b>\$530.23</b>	<b>\$12,520.70</b>	<b>\$377.10</b>	<b>\$12,143.60</b>
January 2006 <a href="#">edit</a> (UPDATED)	N/A	\$670.33	\$620.10	\$0.00	\$50.23	\$1.51	\$48.72
February 2006 <a href="#">edit</a> (UPDATED)	N/A	\$4,630.00	\$129.30	\$0.00	\$4,500.70	\$135.00	\$4,365.70
March 2006 <a href="#">edit</a> (UPDATED)	N/A	\$8,500.00	\$0.00	\$530.23	\$7,969.77	\$240.59	\$7,729.18
April							



Find the Month/Year that you would like to ***adjust*** costs and click the **edit** link.

# Report adjusted costs

## Benefit Option Interim Cost Data Entry Edit



Benefit Option Name: **Option 1**  
Benefit Option ID: **XYZ12355**  
Company Name: **Test Company**  
Benefit Option Type: **Self Funded**

### YOU ARE HERE

Plan Sponsor ID: 1079  
Company Name: DW Test Company  
Application ID: 1482

### QUICK HELP

[Help about this page](#)

[Advanced Help](#)

Please enter your aggregated costs for the month/year listed.

If reporting Estimated Premium Costs, do not enter the Gross Retiree Costs, Threshold Reduction or Limit Reduction.

Click "Save" to save your entries and return to the Benefit Option Interim Cost Data Entry View.

Click "Cancel" to disregard your entries and return to the Benefit Option Interim Cost Data Entry View.

Month/Year: **February 2006**

Date of Last Report: **Jun 27, 2006**

Last Reported By: **Joe Orduna**

Gross Retiree Cost

Threshold Reduction

Limit Reduction

OR

Estimated Premium Cost

AND

Estimated Cost Adjustment

Approved OMB number 0938-0977

# Report adjusted costs

## Benefit Option Interim Cost Data Entry View



### YOU ARE HERE

Plan Sponsor ID: 1079  
Company Name: DW Test Company  
Application ID: 1482

### QUICK HELP

[Help about this page](#)

[Advanced Help](#)

Benefit Option Name: **Option 1**  
Benefit Option ID: **XYZ12355**  
Company Name: **Test Company**  
Benefit Option Type: **Self Funded**  
Vendor and ID: **N/A**  
Date of Last Report: **June 27, 2006**  
Last Reported By: **Joe Orduna**  
Status of Last Report: **Saved**

Listed are the most recent interim costs reported for each month of the plan year.

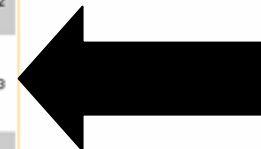
**Note:** The list contains cost figures that have been saved by a Cost Reporter on the RDS Secure Website but not yet submitted. Only submitted costs are eligible for inclusion in a payment request.

Click the "Edit" link to enter or modify costs for particular month/year.

When finished entering or modifying costs, click the "Submit" button to submit your costs to the RDS Center for inclusion in a payment request.

Click the "Return to Benefit Option List" button to return to the Interim Cost Benefit Option List. If you have entered or modified costs, you must return to "Submit" the costs report to the RDS Center.

Month/ Year	Estimated Premium	Gross Retiree Cost	Threshold Reduction	Limit Reduction	Gross Eligible	Estimated Cost Adjustment	Allowable Retiree Cost
<b>Totals</b>	<b>\$0.00</b>	<b>\$13,725.33</b>	<b>\$749.40</b>	<b>\$530.23</b>	<b>\$12,445.70</b>	<b>\$373.37</b>	<b>\$12,072.33</b>
January 2006 <a href="#">edit</a>	N/A	\$670.33	\$620.10	\$0.00	\$50.23	\$1.51	\$48.72
February 2006 <a href="#">edit</a> (UPDATED)	N/A	\$4,555.00	\$79.30	\$0.00	\$4,475.70	\$134.27	\$4,341.43
March 2006 <a href="#">edit</a> (UPDATED)	N/A	\$8,500.00	\$50.00	\$530.23	\$7,919.77	\$237.59	\$7,682.18



# Report adjusted costs

Re-aggregate the cost data for the month being adjusted *and*, any other month after that month affected by the revised retiree cost data, as threshold reduction and limit reductions for individual retirees may have affected the amounts reported in subsequent months.



# View Cost Reports

# View cost reports

## Mainframe

- Error-free displays on the RDS Secure Web Site 24 – 48 hours. Automatically submitted.
- Critical errors that prevented processing, a RDS Electronic Data Interchange (EDI) Representative will call the submitter to discuss the errors. There will be no record of the mainframe file submission in the RDS Secure Web Site.
- Errors in the data, but not critical, view specific information about the file and the corresponding errors on the Audit Trail page.

# View cost reports

## Data Entry

- Can only be saved if error-free and displays instantly on the RDS Secure Web Site. Automatically submitted.
- Two step process: Save & Submit.
- View specific information about the file on the Audit Trail page.

# View cost reports

- You are able to view reported costs if at least one cost is saved using data entry or submitted via the mainframe without errors.
- The costs you will view are the *last cost figures accepted* for a given month, regardless of whether those costs are saved, submitted, and/or included in a payment request.

# View cost reports

On the ***Application List*** page, find the appropriate **Application Number**. Select the **Interim Costs** option in the **Actions** dropdown list. Click Go.

## Interim Cost Benefit Option List



Below is a list of those benefit options for which you have been authorized to enter and/or view interim costs.

From the Actions column you may choose to View Costs, Enter/Update Costs, or View an Audit Trail of previously reported costs. The available actions will be dependent upon your assigned privileges and cost reporting method.

To sort the table by column, click on the column heading link. The column selected will sort in ascending or descending order. An up (ascending) arrow or down (descending) arrow will display at the top of the column. To reverse the order, click the column header link again.

### YOU ARE HERE

**Plan Sponsor ID:** 1077  
**Company Name:** Regal Paper  
**Product:**  
**Application ID:** 1470

### QUICK HELP

[Help about this page](#)

[Advanced Help](#)

<a href="#">Benefit Option Name</a> ▲	<a href="#">Unique Benefit Option ID</a>	<a href="#">Cost Reporter</a>	<a href="#">Date of Last Report</a>	<a href="#">Status of Last Report</a>	Action(s)
Non-Union Gold	GOLDNU	Account Manager	June 28, 2006	Data Entry: Saved	Select One <input type="button" value="Go"/>
Non-Union Gold	GOLDNU	United Health Care A0021	June 28, 2006	Plan Sponsor Mainframe to RDS Center Mainframe: Errors Detected	Select One <input type="button" value="Go"/>
Union Employees - Gold	GOLDU	Account Manager	N/A	No Reports	Select One <input type="button" value="Go"/>
Union Employees - Gold	GOLDU	United Health Care A0021	June 28, 2006	Plan Sponsor Mainframe to RDS Center Mainframe: Submitted via Mainframe	View Current Costs <input type="button" value="Go"/>

[Return to Application List](#)

# View cost reports

## Benefit Option Interim Cost Summary



Benefit Option Name: **Union Employees - Gold**  
 Benefit Option ID: **GOLDU**  
 Company Name: **Regal Paper Product**  
 Benefit Option Type: **Fully Insured**  
 Vendor and ID: **United Health Care (A0021)**  
 Date of Last Report: **Jun 28, 2006**  
 Last Reported By: **N/A**  
 Status of Last Report: **Submitted via Mainframe**

### YOU ARE HERE

**Plan Sponsor ID:** 1077  
**Company Name:** Regal Paper Product  
**Application ID:** 1470

### QUICK HELP

[Help about this page](#)  
[Advanced Help](#)

Listed are the most recent interim costs reported for each month of the plan year.

Month/ Year	Estimated Premium	Gross Retiree Cost	Threshold Reduction	Limit Reduction	Gross Eligible	Estimated Cost Adjustment	Allowable Retiree Cost
<b>Totals</b>	<b>\$0.00</b>	<b>\$1,110,000.00</b>	<b>\$9,122.20</b>	<b>\$0.00</b>	<b>\$1,100,877.80</b>	<b>\$17,600.00</b>	<b>\$1,083,277.80</b>
January 2006	\$0.00	\$130,000.00	\$900.00	\$0.00	\$129,100.00	\$900.00	\$128,200.00
February 2006	\$0.00	\$790,000.00	\$22.20	\$0.00	\$789,977.80	\$7,000.00	\$782,977.80
March 2006	\$0.00	\$95,000.00	\$5,000.00	\$0.00	\$90,000.00	\$9,000.00	\$81,000.00
April 2006	\$0.00	\$95,000.00	\$3,200.00	\$0.00	\$91,800.00	\$700.00	\$91,100.00
May 2006							

# View cost report audit trail

On the ***Application List*** page, find the appropriate **Application Number**. Select the **Interim Costs** option in the **Actions** dropdown list. Click Go.

### Interim Cost Benefit Option List

Below is a list of those benefit options for which you have been authorized to enter and/or view interim costs.

From the Actions column you may choose to View Costs, Enter/Update Costs, or View an Audit Trail of previously reported costs. The available actions will be dependent upon your assigned privileges and cost reporting method.

To sort the table by column, click on the column heading link. The column selected will sort in ascending or descending order. An up (ascending) arrow or down (descending) arrow will display at the top of the column. To reverse the order, click the column header link again.


[Print this page](#)

**YOU ARE HERE**  
Plan Sponsor ID: 1077  
Company Name: Regal Paper  
Product  
Application ID: 1470

**QUICK HELP**  
[Help about this page](#)  
[Advanced Help](#)

<a href="#">Benefit Option Name</a> ▲	<a href="#">Unique Benefit Option ID</a>	<a href="#">Cost Reporter</a>	<a href="#">Date of Last Report</a>	<a href="#">Status of Last Report</a>	Action(s)
Non-Union Gold	GOLDNU	Account Manager	June 28, 2006	Data Entry: Saved	Select One <input type="button" value="Go"/>
Non-Union Gold	GOLDNU	United Health Care A0021	June 28, 2006	Plan Sponsor Mainframe to RDS Center Mainframe: Errors Detected	Select One <input type="button" value="Go"/>
Union Employees - Gold	GOLDU	Account Manager	N/A	No Reports	Select One <input type="button" value="Go"/>
Union Employees - Gold	GOLDU	United Health Care A0021	June 28, 2006	Plan Sponsor Mainframe to RDS Center Mainframe: Submitted via Mainframe	View Audit Trail <input type="button" value="Go"/>


[Return to Application List](#)



# View cost report audit trail

From the **Action(s)** dropdown, click **View Cost Reports**.

## Audit Trail of Benefit Option Interim Cost Reports

 [Print this page](#)

**Benefit Option Name:** **Union Employees - Gold**  
**Benefit Option ID:** **639**  
**Company Name:** **Regal Paper Product**  
**Benefit Option Type:** **Fully Insured**  
**Vendor and ID:** **United Health Care (2061)**

**YOU ARE HERE**  
**Plan Sponsor ID:** 1077  
**Company Name:** Regal Paper Product  
**Application ID:** 1470

**QUICK HELP**  
[Help about this page](#)  
[Advanced Help](#)

Below is a history of actions taken on Interim Cost Reports for this Benefit Option.

Select "View Cost Report" in the Actions column to view the contents of the Interim Cost Report.

To sort the table by a column, click on the column header link. The column selected will sort in ascending or descending order. An up (ascending) arrow or down (descending) arrow will display at the top of the column. To reverse the order, click the column header link again.

<a href="#">Date/Time Processed</a>	<a href="#">Status</a>	<a href="#">Date/Time File Created</a>	<a href="#">Cost Reporter/ Payment Requester</a>	<a href="#">Errors/Warnings Detected</a>	<b>Action(s)</b>
June 28, 2006 12:44 PM	Submitted via Mainframe	N/A		0/ 0	<div><div>View Cost Reports</div><div>Go</div></div>

[Continue](#)



# View cost report audit trail

## Benefit Option Interim Cost Report

[Print this page](#)

### YOU ARE HERE

**Plan Sponsor ID:** 1077  
**Company Name:** Regal Paper  
Product  
**Application ID:** 1470

### QUICK HELP

[Help about this page](#)[Advanced Help](#)

Benefit Option Name: **Union Employees - Gold**  
Benefit Option ID: **639**  
Company Name: **Regal Paper Product**  
Benefit Option Type: **Fully Insured**  
Vendor and ID: **N/A**  
Date/Time Processed: **June 28, 2006 12:44PM**  
Date/Time File Created:  
Status: **Submitted via Mainframe**

Record Errors:

**None**

Warnings:

**None**



Month/ Year	Estimated Premium	Gross Retiree Cost	Threshold Reduction	Limit Reduction	Estimated Cost Adjustment
January 2006	\$0.00	\$130,000.00	\$900.00	\$0.00	\$900.00
February 2006	\$0.00	\$790,000.00	\$22.20	\$0.00	\$7,000.00
March 2006	\$0.00	\$95,000.00	\$5,000.00	\$0.00	\$9,000.00
April 2006	\$0.00	\$95,000.00	\$3,200.00	\$0.00	\$700.00

[Continue](#)

# View cost report audit trail


On the ***Application List*** page, find the appropriate **Application Number**. Select the **Interim Costs** option in the **Actions** dropdown list. Click **Go**.

### Interim Cost Benefit Option List

Below is a list of those benefit options for which you have been authorized to enter and/or view interim costs.





From the Actions column you may choose to View Costs, Enter/Update Costs, or View an Audit Trail of previously reported costs. The available actions will be dependent upon your assigned privileges and cost reporting method.

To sort the table by column, click on the column heading link. The column selected will sort in ascending or descending order. An up (ascending) arrow or down (descending) arrow will display at the top of the column. To reverse the order, click the column header link again.

 [Print this page](#)

**YOU ARE HERE**  
Plan Sponsor ID: 1077  
Company Name: Regal Paper  
Product:  
Application ID: 1470

**QUICK HELP**  
[Help about this page](#)  
[Advanced Help](#)

<a href="#">Benefit Option Name</a> ▲	<a href="#">Unique Benefit Option ID</a>	<a href="#">Cost Reporter</a>	<a href="#">Date of Last Report</a>	<a href="#">Status of Last Report</a>	Action(s)
Non-Union Gold	GOLDNU	Account Manager	June 28, 2006	Data Entry: Saved	Select One  <a href="#">Go</a>
Non-Union Gold	GOLDNU	United Health Care A0021	June 28, 2006	Plan Sponsor Mainframe to RDS Center Mainframe: Errors Detected	View Audit Trail  <a href="#">Go</a>
Union Employees - Gold	GOLDU	Account Manager	N/A	No Reports	Select One  <a href="#">Go</a>
Union Employees - Gold	GOLDU	United Health Care A0021	June 28, 2006	Plan Sponsor Mainframe to RDS Center Mainframe: Submitted via Mainframe	Select One  <a href="#">Go</a>

[Return to Application List](#)

# View cost report audit trail

## Audit Trail of Benefit Option Interim Cost Reports

[Print this page](#)

### YOU ARE HERE

**Plan Sponsor ID:** 1077  
**Company Name:** Regal Paper  
Product  
**Application ID:** 1470

### QUICK HELP

[Help about this page](#)[Advanced Help](#)

Benefit Option Name: **Non-Union Gold**  
Benefit Option ID: **640**  
Company Name: **Regal Paper Product**  
Benefit Option Type: **Self Funded**  
Vendor and ID: **United Health Care (2061)**

Below is a history of actions taken on Interim Cost Reports for this Benefit Option.

Select "View Cost Report" in the Actions column to view the contents of the Interim Cost Report.

To sort the table by a column, click on the column header link. The column selected will sort in ascending or descending order. An up (ascending) arrow or down (descending) arrow will display at the top of the column. To reverse the order, click the column header link again.

<a href="#">Date/Time Processed</a> ▼	<a href="#">Status</a>	<a href="#">Date/Time File Created</a>	<a href="#">Cost Reporter/ Payment Requester</a>	<a href="#">Errors/Warnings Detected</a>	Action(s)
June 28, 2006 11:39 AM	Errors Detected	N/A		1/ 0	<div>View Cost Reports ▼ Go</div>

[Continue](#)

# View cost report audit trail

## Benefit Option Interim Cost Report

[Print this page](#)

### YOU ARE HERE

**Plan Sponsor ID:** 1077  
**Company Name:** Regal Paper Product  
**Application ID:** 1470

### QUICK HELP

[Help about this page](#)[Advanced Help](#)

Benefit Option Name: **Non-Union Gold**  
Benefit Option ID: **640**  
Company Name: **Regal Paper Product**  
Benefit Option Type: **Self Funded**  
Vendor and ID: **N/A**  
Date/Time Processed: **June 28, 2006 11:39AM**  
Date/Time File Created:  
Status: **Errors Detected**

Record Errors:

**Estimated premium costs provided for self-insured benefit options**

Warnings:

**None**

Month/ Year	Estimated Premium	Gross Retiree Cost	Threshold Reduction	Limit Reduction	Estimated Cost Adjustment
January 2006	\$700.00	\$130,000.00	\$900.00	\$0.00	\$900.00
February 2006	\$0.00	\$790,000.00	\$22.20	\$0.00	\$7,000.00
March 2006	\$0.00	\$9,500.00	\$5,000.00	\$0.00	\$9,000.00
April 2006	\$0.00	\$95,000.00	\$3,200.00	\$0.00	\$700.00

[Continue](#)

# Request Payment

# Describe who can request payment

- Only a current Payment Requester can make a payment request.
- A Payment Requester may be an Account Manager with payment request privilege; a Designee with payment request privilege; or the Authorized Representative.
- An application may have one or more Payment Requesters simultaneously assigned to the application.
- An Account Manager with cost reporting or view only privileges may *view* the Build Payment Request page, however they may not build a payment request.

# Recognize when payments may be requested

- Application must have a current status of either Approved or Approved Appeal.
- Application must have an interim payment frequency (monthly, quarterly, or interim annual).
- Payment Setup must be complete.
- Authorized Representative Verification (vetting) is in “Approved” status for the current Authorized Representative.
- At least one Benefit Option is eligible for inclusion in the payment request and has been included in the payment requested.

# Recognize when payments may be requested

- At least 15 days have passed since the last payment approval if the payment amount was greater than zero or 30 days have occurred since the last payment request; whichever is the later.
- Maximum number of payment requests has not been met for the application.
- Not within the first 30 days of their plan year.



# View cost reports as Payment Requester

Plan Sponsor ID: 1059

 [Print this page](#)

Company: **LRH Test PS Acct**  
Authorized Representative: **Freddy Flannery**  
Authorized Representative Vetting Status: **Approved**  
Authorized Representative Vetting Status Effective Date: **June 21, 2006**  
Account Manager: **Henrietta Halderman**

## ACCOUNT SETTINGS

[Plan Sponsor Information](#)

[Reassign Roles](#)

[Manage Personal Information](#)

[Start a New Application](#)

[Change Password](#)

## QUICK HELP

[Help about this page](#)

[Advanced Help](#)

## Application List

Application Number	Plan Name	Application Status	Plan Start and End Dates	Payment Setup Status	Total Paid To Date	Number of Payment Requests	Actions
<a href="#">1452</a>	APP 0621-01	Approved	January 01, 2006 - December 31, 2006	Complete	\$0.00	0	<input type="text" value="Request Payment"/> <input type="button" value="Go"/>
<a href="#">1464</a>	APP 0623-01	Approved	June 01, 2005 - May 31, 2006	Complete	\$0.00	0	<input type="text" value="Select One"/> <input type="button" value="Go"/>
<a href="#">1488</a>	Test Plan 3	Approved	January 01, 2006 - December 31, 2006	Complete	\$0.00	0	<input type="text" value="Select One"/> <input type="button" value="Go"/>
<a href="#">1490</a>	Test Plan 3	Approved	April 01, 2006 - March 31, 2007	Complete	\$0.00	0	<input type="text" value="Select One"/> <input type="button" value="Go"/>

## Build Payment Request

 [Print this page](#)

**YOU ARE HERE**

**Plan Sponsor ID:** 1059  
**Company Name:** LRH Test PS Acct  
**Application ID:** 1452

**QUICK HELP**

[Help about this page](#)





[Advanced Help](#)

Payment Frequency: **Monthly**  
 Next Payment Request: **Payment can now be requested**  
 Payment Last Processed: N/A  
 Number of Payment Requests: **0**  
 Date of Last Request: N/A  
 Status of Last Request: N/A  
 Total Requested To Date: **\$0.00**

To build a payment request,

- Review the interim costs reported for each Benefit Option by selecting the Review Costs Action and clicking the "Go" button.
- Once costs are reviewed for a Benefit Option, the "Include in Request" checkbox will become enabled if the application is eligible for payment and interim costs were submitted since subsidy was last requested for the Benefit Option.
- Click the "Include in Request" checkbox to include a Benefit Option in the payment request.
- Click the "Continue" button to proceed with the payment request.

### Benefit Options

Include In Payment Request	<a href="#">Review Status</a>	<a href="#">Benefit Option Name</a>	<a href="#">Unique Benefit Option ID</a>	<a href="#">Payment Request Last Submitted</a>	<a href="#">Cost Report Last Submitted</a>	<a href="#">Current Subsidy Amount</a>	<a href="#">Old Subsidy Amount</a>	<a href="#">Net Subsidy Amount</a>	<a href="#">Number of Reporting Sources</a>	Actions
<input type="checkbox"/>	Costs Not Reviewed	Benefit Option 1	Option 1	No Request	June 27, 2006	\$716.99	\$0.00	\$716.99	1	Review Costs 
<input type="checkbox"/>	Costs Not Reviewed	Benefit Option 2	Option 2	No Request	June 28, 2006	\$702.80	\$0.00	\$702.80	1	Select One 
<input type="checkbox"/>	No New Cost to Review	Benefit Option 3	Option 3	No Request	No Reports	\$0.00	\$0.00	\$0.00	2	Select One 
<input type="checkbox"/>	No New Cost to Review	Benefit Option 4	Option 4	No Request	No Reports	\$0.00	\$0.00	\$0.00	2	Select One 
<input type="checkbox"/>	No New Cost to Review	Benefit Option 5	Option 5	No Request	No Reports	\$0.00	\$0.00	\$0.00	1	Select One 

[Continue](#)

[Cancel](#)

## Benefit Option Interim Costs Review

Plan Sponsor ID: 1059  
Company Name: LRH Test PS Acct  
Application ID: 1452

### QUICK HELP

[Help about this page](#)

[Advanced Help](#)

Benefit Option Name: **Benefit Option 1**  
Benefit Option ID: **Option 1**  
Company Name: **Company 1**  
Benefit Option Type: **Fully Insured**  
Plan Start Date: **January 1, 2006** Plan End Date: **December 31, 2006**  
Subsidy Last Requested: **No Request**  
Date Cost Report Last Submitted: **June 27, 2006**  
Cost Report Reviewed by: **Freddy F Flannery**  
Date Cost Report Reviewed: **June 27, 2006**

A new Interim Cost Report has been submitted for this Benefit Option. Please review all reported interim costs and the calculated subsidy amount. "Current" costs reflect the mostly recently submitted costs for the Benefit Option. "Old" costs reflect the submitted costs last included in a payment request. "Net" costs are calculated as the difference between "Current" and "Old" costs.

Choose "View Costs" in the Actions column to view the latest interim costs submitted by a Cost Reporter.

Choose "View Audit Trail" in the Actions column to view a history of activity related to an Interim Cost Report.

When finished reviewing, click the "Complete Review" button to allow this Benefit Option to be included in a payment request.

### Benefit Option Interim Cost Report by Reporter

Cost Reporter	Vendor ID	Payment Request Last Submitted	Cost Report Last Submitted	Current Allowable Retiree Costs	Actions
PlanSponsor	N/A	No Request	June 27, 2006	\$2,560.68	<div> <div>Select One</div> <div>Go</div> </div>

### Costs and Subsidy Amount for Benefit Option

Total		Estimated Premium	Gross Retiree Costs	Threshold Reduction	Limit Reduction	Gross Eligible	Estimated Cost Adjustment	Allowable Retiree Costs	Subsidy Amount
	Current	\$0.00	\$3,000.00	\$199.32	\$140.00	\$2,660.68	\$100.00	\$2,560.68	\$716.99
	Old	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Net	\$0.00	\$3,000.00	\$199.32	\$140.00	\$2,660.68	\$100.00	\$2,560.68	\$716.99

### Costs and Subsidy Amount Per Month for Benefit Option

Date		Estimated Premium	Gross Retiree Costs	Threshold Reduction	Limit Reduction	Gross Eligible	Estimated Cost Adjustment	Allowable Retiree Costs	Subsidy Amount
January 2006	Current	\$0.00	\$2,000.00	\$149.32	\$50.00	\$1,800.68	\$80.00	\$1,720.68	\$481.79
	Old								
	Net	\$0.00	\$2,000.00	\$149.32	\$50.00	\$1,800.68	\$80.00	\$1,720.68	\$481.79
February 2006	Current	\$0.00	\$1,000.00	\$50.00	\$90.00	\$860.00	\$20.00	\$840.00	\$235.20
	Old								
	Net	\$0.00	\$1,000.00	\$50.00	\$90.00	\$860.00	\$20.00	\$840.00	\$235.20

## Benefit Option Interim Costs Review



YOU ARE HERE

Plan Sponsor ID: 1059  
Company Name: LRH Test PS Acct  
Application ID: 1452

QUICK HELP

[Help about this page](#)

[Advanced Help](#)

Benefit Option Name: **Benefit Option 1**  
Benefit Option ID: **Option 1**  
Company Name: **Company 1**  
Benefit Option Type: **Fully Insured**  
Plan Start Date: **January 1, 2006** Plan End Date: **December 31, 2006**  
Subsidy Last Requested: **No Request**  
Date Cost Report Last Submitted: **June 27, 2006**  
Cost Report Reviewed by: **Freddy F Flannery**  
Date Cost Report Reviewed: **June 29, 2006**

Listed below by Cost Reporter and Plan Month are the interim costs and calculated subsidy amount reported for this Benefit Option. "Current" costs reflect the mostly recently submitted costs for the Benefit Option. "Old" costs reflect the submitted costs last included in a payment request. "Net" costs are calculated as the difference between "Current" and "Old" costs.

Choose "View Costs" in the Actions column to view the latest interim costs submitted by a Cost Reporter.

Choose "View Audit Trail" in the Actions column to view a history of activity related to the Cost Report.

### Benefit Option Interim Cost Report by Reporter

Cost Reporter	Vendor ID	Payment Request Last Submitted	Cost Report Last Submitted	Current Allowable Retiree Costs	Actions
PlanSponsor	N/A	No Request	June 27, 2006	\$2,560.68	View Costs

### Costs and Subsidy Amount for Benefit Option

Total		Estimated Premium	Gross Retiree Costs	Threshold Reduction	Limit Reduction	Gross Eligible	Estimated Cost Adjustment	Allowable Retiree Costs	Subsidy Amount
	Current	\$0.00	\$3,000.00	\$199.32	\$140.00	\$2,660.68	\$100.00	\$2,560.68	\$716.99
	Old	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Net	\$0.00	\$3,000.00	\$199.32	\$140.00	\$2,660.68	\$100.00	\$2,560.68	\$716.99

### Costs and Subsidy Amount Per Month for Benefit Option

Date		Estimated Premium	Gross Retiree Costs	Threshold Reduction	Limit Reduction	Gross Eligible	Estimated Cost Adjustment	Allowable Retiree Costs	Subsidy Amount
January 2006	Current	\$0.00	\$2,000.00	\$149.32	\$50.00	\$1,800.68	\$80.00	\$1,720.68	\$481.79
	Old								
	Net	\$0.00	\$2,000.00	\$149.32	\$50.00	\$1,800.68	\$80.00	\$1,720.68	\$481.79
February 2006	Current	\$0.00	\$1,000.00	\$50.00	\$90.00	\$860.00	\$20.00	\$840.00	\$235.20
	Old								
	Net	\$0.00	\$1,000.00	\$50.00	\$90.00	\$860.00	\$20.00	\$840.00	\$235.20

# View cost reports as Payment Requester

## Benefit Option Interim Cost Summary



Print this page

### YOU ARE HERE

**Plan Sponsor ID:** 1059  
**Company Name:** LRH Test PS Acct  
**Application ID:** 1452

### QUICK HELP

[Help about this page](#)

[Advanced Help](#)

Benefit Option Name: **Benefit Option 1**  
Benefit Option ID: **Option 1**  
Company Name: **Company 1**  
Benefit Option Type: **Fully Insured**  
Vendor and ID: **N/A**  
Date of Last Report: **Jun 29, 2006**  
Last Reported By: **Freddy Flannery**  
Status of Last Report: **Reviewed**

Listed are the most recent interim costs reported for each month of the plan year.

Month/ Year	Estimated Premium	Gross Retiree Cost	Threshold Reduction	Limit Reduction	Gross Eligible	Estimated Cost Adjustment	Allowable Retiree Cost
<b>Totals</b>	<b>\$0.00</b>	<b>\$3,000.00</b>	<b>\$199.32</b>	<b>\$140.00</b>	<b>\$2,660.68</b>	<b>\$100.00</b>	<b>\$2,560.68</b>
January 2006	\$0.00	\$2,000.00	\$149.32	\$50.00	\$1,800.68	\$80.00	\$1,720.68
February 2006	\$0.00	\$1,000.00	\$50.00	\$90.00	\$860.00	\$20.00	\$840.00
March 2006							

# View cost reports as Payment Requester

## Benefit Option Interim Cost Report by Reporter

Cost Reporter	Vendor ID	Payment Request Last Submitted	Cost Report Last Submitted	Current Allowable Retiree Costs	Actions
PlanSponsor	N/A	No Request	June 27, 2006	\$2,560.68	<input type="text" value="Select One"/> <input type="button" value="Go"/>

## Costs and Subsidy Amount for Benefit Option

Total		Estimated Premium	Gross Retiree Costs	Threshold Reduction	Limit Reduction	Gross Eligible	Estimated Cost Adjustment	Allowable Retiree Costs	Subsidy Amount
	Current	\$0.00	\$3,000.00	\$199.32	\$140.00	\$2,660.68	\$100.00	\$2,560.68	\$716.99
	Old	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Net	\$0.00	\$3,000.00	\$199.32	\$140.00	\$2,660.68	\$100.00	\$2,560.68	\$716.99

## Costs and Subsidy Amount Per Month for Benefit Option

Date		Estimated Premium	Gross Retiree Costs	Threshold Reduction	Limit Reduction	Gross Eligible	Estimated Cost Adjustment	Allowable Retiree Costs	Subsidy Amount
January 2006	Current	\$0.00	\$2,000.00	\$149.32	\$50.00	\$1,800.68	\$80.00	\$1,720.68	\$481.79
	Old								
	Net	\$0.00	\$2,000.00	\$149.32	\$50.00	\$1,800.68	\$80.00	\$1,720.68	\$481.79

Other Months Go Here

[Complete Review](#)

[Cancel](#)

# View cost reports as Payment Requester

## Build Payment Request

 [Print this page](#)

### YOU ARE HERE

**Plan Sponsor ID:** 1059  
**Company Name:** LRH Test PS Acct  
**Application ID:** 1452

### QUICK HELP

[Help about this page](#)

[Advanced Help](#)

Payment Frequency: **Monthly**  
 Next Payment Request: **Payment can now be requested**  
 Payment Last Processed: **N/A**  
 Number of Payment Requests: **0**  
 Date of Last Request: **N/A**  
 Status of Last Request: **N/A**  
 Total Requested To Date: **\$0.00**

To build a payment request,

- Review the interim costs reported for each Benefit Option by selecting the Review Costs Action and clicking the "Go" button.
- Once costs are reviewed for a Benefit Option, the "Include in Request" checkbox will become enabled if the application is eligible for payment and interim costs were submitted since subsidy was last requested for the Benefit Option.
- Click the "Include in Request" checkbox to include a Benefit Option in the payment request.
- Click the "Continue" button to proceed with the payment request.

## Benefit Options

Include in Payment Request	Review Costs	Benefit Option Name	Unique Benefit Option ID	Payment Request Last Submitted	Cost Report Last Submitted	Current Subsidy Amount	Old Subsidy Amount	Net Subsidy Amount	Number of Reporting Sources	Actions
<input type="checkbox"/>	Costs Reviewed	Benefit Option 1	Option 1	No Request	June 27, 2006	\$716.99	\$0.00	\$716.99	1	<input type="text" value="Select One"/> <input type="button" value="Go"/>
<input type="checkbox"/>	Costs Not Reviewed	Benefit Option 2	Option 2	No Request	June 28, 2006	\$702.80	\$0.00	\$702.80	1	<input type="text" value="Select One"/> <input type="button" value="Go"/>
<input type="checkbox"/>	No New Cost to Review	Benefit Option 3	Option 3	No Request	No Reports	\$0.00	\$0.00	\$0.00	2	<input type="text" value="Select One"/> <input type="button" value="Go"/>
<input type="checkbox"/>	No New Cost to Review	Benefit Option 4	Option 4	No Request	No Reports	\$0.00	\$0.00	\$0.00	2	<input type="text" value="Select One"/> <input type="button" value="Go"/>
<input type="checkbox"/>	No New Cost to Review	Benefit Option 5	Option 5	No Request	No Reports	\$0.00	\$0.00	\$0.00	1	<input type="text" value="Select One"/> <input type="button" value="Go"/>

## Build Payment Request



Payment Frequency: **Monthly**  
 Next Payment Request: **Payment can now be requested**  
 Payment Last Processed: **N/A**  
 Number of Payment Requests: **0**  
 Date of Last Request: **N/A**  
 Status of Last Request: **N/A**  
 Total Requested To Date: **\$0.00**

### YOU ARE HERE

Plan Sponsor ID: 1059  
 Company Name: LRH Test PS Acct  
 Application ID: 1452

### QUICK HELP

[Help about this page](#)

[Advanced Help](#)

To build a payment request,

- Review the interim costs reported for each Benefit Option by selecting the Review Costs Action and clicking the "Go" button.
- Once costs are reviewed for a Benefit Option, the "Include in Request" checkbox will become enabled if the application is eligible for payment and interim costs were submitted since subsidy was last requested for the Benefit Option.
- Click the "Include in Request" checkbox to include a Benefit Option in the payment request.
- Click the "Continue" button to proceed with the payment request.

## Benefit Options

Include In Payment Request	Review Status	Benefit Option Name	Unique Benefit Option ID	Payment Request Last Submitted	Cost Report Last Submitted	Current Subsidy Amount	Old Subsidy Amount	Net Subsidy Amount	Number of Reporting Sources	Actions
<input checked="" type="checkbox"/>	Costs Reviewed	Benefit Option 1	Option 1	No Request	June 27, 2006	\$716.99	\$0.00	\$716.99	1	Select One <input type="button" value="Go"/>
<input type="checkbox"/>	Costs Not Reviewed	Benefit Option 2	Option 2	No Request	June 28, 2006	\$702.80	\$0.00	\$702.80	1	Select One <input type="button" value="Go"/>
<input type="checkbox"/>	No New Cost to Review	Benefit Option 3	Option 3	No Request	No Reports	\$0.00	\$0.00	\$0.00	2	Select One <input type="button" value="Go"/>
<input type="checkbox"/>	No New Cost to Review	Benefit Option 4	Option 4	No Request	No Reports	\$0.00	\$0.00	\$0.00	2	Select One <input type="button" value="Go"/>
<input type="checkbox"/>	No New Cost to Review	Benefit Option 5	Option 5	No Request	No Reports	\$0.00	\$0.00	\$0.00	1	Select One <input type="button" value="Go"/>



## Payment Request Verification

 [Print this page](#)

### YOU ARE HERE

Plan Sponsor ID: 1079  
Company Name: DW Test  
Company  
Application ID: 1478

### QUICK HELP

[Help about this page](#)

[Advanced Help](#)

Payment Request Includes: **1 Benefit Options**  
Total Amount of Payment Request: **\$108.36**  
Date of Payment Request: **June 28, 2006**

Listed below is a breakdown by Benefit Option and Plan Month of the submitted interim costs and calculated subsidy amount included in this payment request. "Current" costs reflect the most recently submitted costs. "Old" costs reflect the submitted costs last included in a payment request. "Net" costs are calculated as the difference between "Current" and "Old" costs. The amount of the payment request is calculated based on the "Net" costs.

Choose "View Costs" in the Actions column for a specific Benefit Option to view a breakdown by Cost Reporter and Plan Month of the interim costs submitted for a particular Benefit Option.

Click the "Continue" button to proceed with the payment request or click the "Cancel" button to return to the Build Payment Request page.

### Benefit Options Included in Payment Request

Benefit Option Name	Unique Benefit Option Id	Current Subsidy Amount	Old Subsidy Amount	Net Subsidy Amount	Actions
Option 1	XYZ123	\$108.36	\$0.00	\$108.36	<div> <div>Select One</div> <div>Go</div> </div>

### Total Costs and Subsidy Amount

Total		Estimated Premium	Gross Retiree Costs	Threshold Reduction	Limit Reduction	Gross Eligible	Estimated Cost Adjustment	Allowable Retiree Costs	Subsidy Amount
	Current	\$164.22	\$487.00	\$164.22	\$0.00	\$387.00	\$0.00	\$387.00	\$108.36
	Old	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Net	\$164.22	\$487.00	\$164.22	\$0.00	\$387.00	\$0.00	\$387.00	\$108.36

### Costs and Subsidy Amount Per Month

Date		Estimated Premium	Gross Retiree Costs	Threshold Reduction	Limit Reduction	Gross Eligible	Estimated Cost Adjustment	Allowable Retiree Costs	Subsidy Amount
January 2006	Current	\$39.05	\$91.00	\$39.05	\$0.00	\$91.00	\$0.00	\$91.00	\$25.48
	Old								
	Net	\$39.05	\$91.00	\$39.05	\$0.00	\$91.00	\$0.00	\$91.00	\$25.48
February 2006	Current	\$31.07	\$105.00	\$31.07	\$0.00	\$105.00	\$0.00	\$105.00	\$29.40
	Old								
	Net	\$31.07	\$105.00	\$31.07	\$0.00	\$105.00	\$0.00	\$105.00	\$29.40
March 2006	Current	\$34.06	\$101.00	\$34.06	\$0.00	\$101.00	\$0.00	\$101.00	\$28.28
	Old								
	Net	\$34.06	\$101.00	\$34.06	\$0.00	\$101.00	\$0.00	\$101.00	\$28.28
April 2006	Current								
	Old								
	Net								
May 2006	Current	\$35.04	\$90.00	\$35.04	\$0.00	\$90.00	\$0.00	\$90.00	\$25.20
	Old								
	Net	\$35.04	\$90.00	\$35.04	\$0.00	\$90.00	\$0.00	\$90.00	\$25.20

# Request Payment

## Payment Authorization

[Print this page](#)

Amount of Payment Request: **\$108.36**  
Date of Payment Request: **June 28, 2006**

Payment is contingent on compliance with the Plan Sponsor agreement and with Retiree Drug Subsidy (RDS) program requirements, including the applicable laws and regulations.

### YOU ARE HERE

**Plan Sponsor ID:** 1079  
**Company Name:** DW Test Company  
**Application ID:** 1478

### QUICK HELP

[Help about this page](#)[Advanced Help](#)

\*Security Question 1 What city were you born?

\*Answer 1

\*Security Question 2 What elementary school did you attend?

\*Answer 2

[Submit](#)[Cancel](#)

# Request Payment

## Payment Request Confirmation

[Print this page](#)

Amount of Payment Request: **\$108.36**  
Date of Payment Request: **June 28, 2006**

Thank you for submitting a payment request to the RDS Center. Please allow 30 days for the processing of your request. The Account Manager and Authorized Representative listed on this application will be notified via e-mail when the payment is finalized.

## Benefit Options Included in Payment Request

Benefit Option Name	Unique Benefit Option Id	Current Subsidy Amount	Old Subsidy Amount	Net Subsidy Amount
Option 1	XYZ123	\$108.36	\$0.00	\$108.36

[Continue](#)

### YOU ARE HERE

**Plan Sponsor ID:** 1079  
**Company Name:** DW Test Company  
**Application ID:** 1478

### QUICK HELP

[Help about this page](#)[Advanced Help](#)

## Build Payment Request



[Print this page](#)

### 1 error was found in the input.

Please correct this error and submit the form again:

- A payment request is in progress. Payment cannot be requested until the previous payment request is processed.

### YOU ARE HERE

**Plan Sponsor ID:** 1079  
**Company Name:** DW Test Company  
**Application ID:** 1478

### QUICK HELP

[Help about this page](#)

[Advanced Help](#)

Payment Frequency: **Monthly**  
Next Payment Request: **Payment In Progress**  
Payment Last Processed: N/A  
Number of Payment Requests: **1**  
Date of Last Request: **June 28, 2006**  
Status of Last Request: **Payment Requested**  
Total Requested To Date: **\$108.36**

To build a payment request,

- Review the interim costs reported for each Benefit Option by selecting the Review Costs Action and clicking the "Go" button.
- Once costs are reviewed for a Benefit Option, the "Include in Request" checkbox will be become enabled if the application is eligible for payment and interim costs were submitted since subsidy was last requested for the Benefit Option.
- Click the "Include in Request" checkbox to include a Benefit Option in the payment request.
- Click the "Continue" button to proceed with the payment request.

## Benefit Options

	<a href="#">Include In Payment Request</a>	<a href="#">Review Status</a>	<a href="#">Benefit Option Name</a>	<a href="#">Unique Benefit Option ID</a>	<a href="#">Payment Request Last Submitted</a>	<a href="#">Cost Report Last Submitted</a>	<a href="#">Current Subsidy Amount</a>	<a href="#">Old Subsidy Amount</a>	<a href="#">Net Subsidy Amount</a>	<a href="#">Number of Reporting Sources</a>	Actions
	<input type="checkbox"/>	No New Cost to Review	Option 1	XYZ123	June 28, 2006	June 28, 2006	\$108.36	\$108.36	\$0.00	1	<div>Select One </div> <input type="button" value="Go"/>

# What next?

- E-mail is sent to notify the Plan Sponsor after a payment has been approved. The e-mail is sent to the Account Manager, and the Authorized Representative is carbon copied (cc).
- Requested payments will be processed within 30 calendar days from the date of submission of the request.
- Payment statuses: Payment Requested, Payment Processed, Payment pending due to EFT Failure, Payment Rejected due to Debarment

Thank you!